

CONTACT INFORMATION

Questions may be directed to the Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.

Telephone: 732/932-3640, ext. 647

Fax: 732/932-3586

Web Site: www.policy.rutgers.edu/cgs

COOPERATING AGENCIES

Division of Local Government Services
New Jersey Department of Community Affairs
New Jersey State League of Municipalities
Public Works Association of New Jersey
and
Center for Government Services
Rutgers, The State University of New Jersey

LIFETIME LEARNING TAX REPORTING REQUIREMENTS

Since participants may be eligible for a tax deduction under the new Lifetime Learning Tax Act, Rutgers records the name, address, and social security number of all continuing education students.

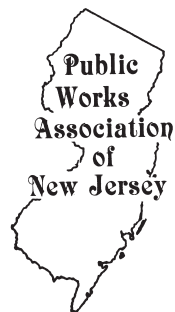
VISIT THESE WEB SITES

For information on continuing education seminars:

www.pwanj.com

www.state.nj.us/dca/lgs

www.policy.rutgers.edu/cgs



CENTER FOR GOVERNMENT SERVICES

PUBLIC WORKS MANAGEMENT

for New Jersey Local Government



Edward J. Bloustein School of
Planning and Public Policy

Rutgers, The State University of New Jersey

PUBLIC WORKS MANAGEMENT

This series of courses is designed to train municipal and county public works personnel in the responsibility of supervising public works operations. All nine courses are required before taking the New Jersey State Certified Public Works exam. For complete certification requirements for Certified Public Works Manager see PL 1991 c.258.

Educational requirements include successful completion of the following training units:

A. Management

- Management Tasks, Responsibilities, and Practices
- Managing and Developing Human Resources
- Public Relations

B. Technical

- Operations Resource Management
- Information Systems
- Municipal Planning and Urban Development

C. Government

- Local Government in New Jersey
- Municipal Budget Process
- Purchasing

All students must complete the A section (Management Unit) before taking any courses in the B and C sections. Courses in the B and C sections may be taken in any order. A certificate is awarded upon successful completion of each course and payment of all registration fees.

ADMISSION REQUIREMENTS FOR ENTRANCE INTO THE CPWM PROGRAM

All participants in the CPWM program must be high school graduates or hold a high school equivalency certificate. It is highly recommended that individuals entering the program have a minimum of three years experience in supervision.

COURSES

A. MANAGEMENT UNIT

Management Tasks, Responsibilities, and Practices (30 hours)

This introductory management course examines the role of a public works manager. The course is based on systematic approaches to individual, group, and organizational performance relative to planning, leadership, ethics, personnel performance, and decision-making skills development.

Managing and Developing Human Resources (24 hours)

Prerequisite: Management Tasks, Responsibilities, and Practices

Human resources are vital to the quality of public works operations. Instructors will cover topics in human resource planning, development programs, labor relations, hiring and interviewing practices, performance appraisal techniques, disciplinary practices, safety requirements, and the laws covering these areas.

Public Relations (18 hours)

Prerequisite: Managing and Developing Human Resources

The public works profession requires managers to act as public relations representatives. An awareness of public relations, roles and responsibilities, and an effective means of implementing a public relations program will be addressed in this course.

B. TECHNICAL UNIT

Operations Resource Management (42 hours)

Public works performance is directly affected by the resources available to management. Operational procedures are discussed relative to increasing efficiency through effective planning, evaluation of performance objectives, and inventory development. The technology of public works operations will be addressed in the areas of road maintenance, snow removal, leaves/recycling, parks, buildings and grounds maintenance, sewers, water, and fleet maintenance.

Information Systems (6 hours)

The basic concepts of personal computers are presented with a computer demonstration and discussion of applications related to improving the public works operation. A detailed plan for developing a database field is featured in this workshop.

Municipal Planning and Urban Development (12 hours)

The New Municipal Land Use Law (40:44D-1 et seq.) is reviewed as part of the municipal planning process. Subdivisions, site plans, development ordinances, and municipal master plans are discussed as applicable to the public works function.

C. GOVERNMENT UNIT

Local Government in New Jersey (12 hours)

Public works managers function within the structure of both state and local government. This program describes the historical development of counties, municipalities, school districts, and special districts in New Jersey. Attention is devoted to local governmental functions, the realities of working in a political environment, and the relationships within a two-party system.

NJ DEPARTMENT OF COMMUNITY AFFAIRS ADMISSION REQUIREMENTS FOR THE CPWM EXAM

All applicants must:

1. Be a high school graduate or hold a high school equivalency certificate.
2. Complete all nine public works management courses.
3. Have five years of supervisory experience as a public or private sector public works manager within the last 10 years.
4. Be a minimum of 21 years of age.
5. Be a United States citizen.
6. Be a person of good moral character.

Municipal Budget Process (12 hours)

This is a course on public works finance. A large portion of the municipal budget is devoted to public works. Municipal finance relates to the municipal budget process as well as the public works budgetary system. Participants will have a better understanding of the entire municipal budget process after completing this course.

Purchasing (12 hours)

Public works purchasing involves large sums of taxpayers' dollars; therefore, purchasing practices must be effective within the public works department. Standardized procedures can promote effective communications between public works and purchasing departments. The public works purchasing function is reviewed relative to public contract laws, cooperative purchasing procedures, change order regulations, and the certification of funds.

Review Course (18 hours)

The Center offers an optional Public Works Review course for those preparing for the State CPWM exam. This three-day review covers topics from the nine courses and is scheduled before the New Jersey State exam each semester.

CPWM CONTINUING EDUCATION REQUIREMENT

After successful completion of the education program and examination, license holders must meet the continuing education requirements for renewal of the Certified Public Works Manager (CPWM) Certificate pursuant to N.J.S.A. 40 A: 9-154.6h et seq. The renewal of the certificate requires completion of 20 contact hours of continuing education every three years.

For more information, contact Daniel J. Kaminski, Certification Manager, Division of Local Government Services, NJ Department of Community Affairs. Telephone: 609/292-9757.

DCA web address: www.state.nj.us/dca/lgs

REGISTRATION

Please use the application below to register prior to the course's scheduled starting date. The University reserves the right to cancel any course if there is insufficient enrollment. UPON RECEIPT OF YOUR COMPLETED APPLICATION FORM, AND CHECK OR VOUCHER, A CLASS SPACE WILL BE RESERVED FOR YOU. No confirmation will be sent. There is a \$25 fee for all returned checks. If you have any questions, please call 732/932-3640, ext. 647.

WITHDRAWAL

The Center for Government Services (CGS) will refund the full course fee less a \$25 processing charge to any student who notifies CGS in writing of his/her intent to withdraw. Notices of withdrawal must be submitted at least 48 hours before the course is scheduled to start. A phone withdrawal will be accepted only prior to the start of the class and it must be accompanied by a written notice. Notices sent by fax (732/932-3586) will be accepted as notices sent by mail. Send withdrawal notice to: Public Works Management, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.

APPLICATION FORM

Mail to: Public Works Management, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979. Fax to: 732/932-3586

If home or business address has changed since your last registration, check here.

I wish to register for _____ Course Title _____ Course # _____

I wish to register for _____ Course Title _____ Course # _____

I wish to register for _____ Course Title _____ Course # _____

Prerequisite course _____ Date taken: Spring/Fall Year _____ Location _____

Name _____ Social Security No. _____

Title _____

Home Address _____ Street _____ City/Town _____ Zip Code _____

Home Phone _____ Business Phone _____ Fax _____

Employer _____ Email _____

Business Address _____ Street _____ City/Town _____ Zip Code _____

CHECK, VOUCHER, OR CREDIT CARD INFORMATION MUST ACCOMPANY REGISTRATION.

Make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25 fee for all returned checks.

Check Voucher VISA Mastercard Total amount: \$ _____

Credit Card Number _____ Expiration Date _____

Signature _____

PLEASE DUPLICATE FOR MULTIPLE REGISTRATIONS